Row	Field name	What is required	Reason for inclusion	Additional information	Inclusion status
1	Organisation name	**North Hertfordshire District Council**	Identifies accountable public organisation		Optional
2	Organisation code	**http://data.ordnancesurvey .co.uk/doc/70000000000038 97**	To allow the file to be self-describing	A lookup tool for URIs can be found on the LG Inform Plus website (http://uris.opendata.esd.org.uk/) For local authorities the code can be • the open data communities code for local authorities on http://opendatacommunities.org/data/local-authorities • or the Office for National Statistics' (ONS) Government Statistics Services (GSS) Coding and Naming for Statistical Geographies. (http://tinyurl.com/onsgeog) Codes describing URIs may not available for every public organisation. A URI used in Linked Data is the preferred option.	Optional
3	Effective date	**2016**	To identify the date to which the data may apply	The UK date format (dd/mm/yyyy) should be used.	Optional
4	Total representative count	**8**	Requested in the Code	Total number of staff who are union representatives (including general, learning and health and safety representatives)	Mandated

5	FTE representatives count	**0.05**	Requested in the Code	Total number (full time equivalent) of staff who are union representatives (including general, learning and health and safety representatives)	Mandated
6	Total representatives majority duty count	**0**	Requested in the Code		Mandated
7	FTE representatives majority duty counter	**0**	Requested in the Code		Mandated
8	Total estimate spending amount	**£540.90 per month £6,490.80 per annum**	Requested in the Code	calculated as the number of full time equivalent days spent on union duties multiplied by the average salary	Mandated
9	Relative estimate spending	**0.09%**	Requested in the Code	calculated as the total estimate spending divided by the total pay bill multiplied by 100 per cent..	Mandated